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AUTOMATIC DATA PROCESSING PERSONNEL

5-1 Id201 .Or3t

Organisation for Economic Co-operation and Development.
Training policies for computer manpower and users. Paris, 1975. 170p. (OECD informatics studies no. 9).
Reports submitted at the Seminar on Training Policies for Computer Manpower and Users, Paris, May 21-23, 1973.
Descriptors: *Automatic data processing personnel--Training / *Automatic data processing personnel.

CAREER PLANNING

5-2

Hanson, Marlys and Lynn Allen.
Career planning for adults. Training and development journal, 30:12-14, March 1976.
Descriptors: *Career planning / *Career counseling / *Employee development.

5-3

Jacob, Charles W.
Timing career growth: where to work when. MBA, 10:40+, April 1976.
Descriptors: *Executives--Career planning.

5-4 Ie162.5 .Un35g 1976

U.S. Civil Service Commission.
Guide to Federal career literature. Prepared by Bureau of Recruiting and Examining. Washington, U.S. Govt. Print. Off., 1976. 35p. (BRE-24)
"A convenient reference guide to Federal recruiting literature used in nationwide recruiting for college entry-level positions. Most entries include: Title; date of publication; number of pages; dimensions; geographic location of positions covered; summary of contents; college majors for which brochure is applicable; and where to obtain copies."
Descriptors: Federal government / *College graduates--Career opportunities / *Recruitment literature--Bibliography / Job search.

5-5

Walter, Verne.
Self-motivated personal career planning: a break-through in human resource management. Personnel journal, 55:162-167+, April 1976.
Part 1 listed in Personnel Literature, April 1976, item 4-8.
Descriptors: *Career planning / *Employee development.

CHANGE, ORGANIZATIONAL

5-6 M-Fiche

Bowers, David G. and Jerome L. Franklin.
Survey-guided development: data based organizational change; technical report, Springfield, Va., National Technical Information Service, 1975. 204p. (AD-A012-868)
Performing organization: Michigan University, Center for Research on Utilization of Scientific Knowledge.
Descriptors: Models and modelmaking / *Organization development--Research / *Survey feedback / Organizations--Theory / Change agents.

CHANGE, ORGANIZATIONAL (Cont'd)

5-7

Burton, Gene E.

Organization development--a systematic process; organization development--reviewing change strategies. Management world, 5:32-35, March 1976; 5:32-35, April 1976.

Part one of this three-part series listed in Personnel Literature, April 1976, item 4-9.

Descriptors: *Organization development.

5-8

Giblin, Edward J.

Organization development: public sector theory and practice. Public personnel management, 5:108-109+, March-April 1976.

Author was consultant in a research and demonstration project designed to improve functional performance of the U.S. Employment Service.

Descriptors: *Organization development.

5-9

[Organization development] Journal of applied behavioral science, 12:7-58, no. 1 1976.

Contents: OD reaches adolescence: an exploration of its underlying values, by Frank Friedlander; Organization development in transition, by W. Warner Burke; Comments on the preceding articles--On gaining influence and power for OD, by Michael Beer; Extending directions and family for OD, by Wendell French.

Descriptors: *Organization development.

5-10

Warrick, D. D.

The changing role of OD practitioners. Training and development journal, 30:36-39, March 1976.

Descriptors: *Organization development--Methods / *Change agents.

CIVIL SERVICE

5-11 Ic26.37 .Un27c 1973

U.S. Bureau of the Census.

Chart book of governmental data; organization, finances, and employment: 1973. Washington, U.S. Govt. Print. Off., 1975. 20p. (GF 73 No. 7)

Descriptors: Federal government / State governments / Local government / *Finance, Public--Charts, diagrams, etc. / *Finance, Public--Statistics.

CIVIL SERVICE, FEDERAL

5-12 Ie508 .Un35v 1975

U.S. Civil Service Commission.

Vietnam era veterans. Prepared by Bureau of Recruiting and Examining. Rev. ed. Washington, U.S. Govt. Print. Off., 1975. Leaflet. (BRE-28)

Descriptors: *Veterans--Employment / Veterans--Preference / Federal government.

CIVIL SERVICE, FOREIGN

5-13

Civil service pay and pensions; House of Lords debate. Whitley bulletin (Gt. Brit.), 56:36-40, March 1976.

Transcript of a debate in the House of Lords.

Descriptors: *Pensions / *Great Britain civil service / *Pay / Pay increases / Inflation (Finance).

CIVIL SERVICE, INTERNATIONAL

5-14

Beigbeder, Yves.

La commission de la fonction publique internationale. International review of administrative sciences, 41:385-393, no. 4 1975.

Summary in English, p. v-vi.

Descriptors: *Civil service, International / *United Nations / *Civil service commissions.

COLLEGE GRADUATES

5-15 Ie162 .An8e

Anton, Jane L. and Michael L. Russell.

Employer attitudes and opinions regarding potential college graduate employees. Hayward, Calif., Western College Placement Association, California State University, 1974. 16p.

Descriptors: *College graduates--Recruitment / Interviewing / Applications for positions / *Selection.

5-16

Simison, Robert L.

A better spring; job prospects brighten for new graduates as many companies step up hiring. Wall Street journal, 137:42, April 13, 1976.

Descriptors: *College graduates--Employment.

5-17

Slim pickings for the class of '76. Time, 107:46-48, March 29, 1976.

Descriptors: *College graduates--Employment.

COMMUNICATION

5-18

Bateman, David N.

Mr. Employer--this is what your employees want to know and don't want to know. ABCA bulletin, 39:27-30, March 1976.

Author reports on his survey of employee communications in a large U.S. manufacturing company.

Descriptors: *Communications in personnel management / *Communications research.

5-19

Batten, Joe D.

Face-to-face communication. Personnel administrator, 21:51-54, February 1976.

Descriptors: *Communication in personnel management / *Human relations / Executives--Abilities / Executives--Characteristics.

5-20

Bledsoe, John L.

Why, when, and how to use each of your four communicating styles. Training, 13:18-21, March 1976.

Descriptors: *Communication in personnel management / Training officers--Characteristics / Oral communication.

COMMUNICATION (Cont'd)

5-21
Ewing, David W.
Don't be tone-deaf. Civil service journal, 16:1-6, October-December 1975.
Descriptors: *Communication / *Writing.

5-22
Hartman, T. H.
The main hangup when minds won't meet. Supervision, 38:2-3, April 1976.
Descriptors: *Communication in personnel management / *Supervisors--Abilities.

5-23 M-Fiche
Roberts, Karlene H. and Charles A. O'Reilly, III.
Communication roles in organizations: some potential antecedents and consequences. Springfield, Va., National Technical Information Service, 1975. 33p. (AD-A013-676)
Descriptors: *Communications research / *Organizational characteristics / Job satisfaction / Performance.

5-24 M-Fiche
Roberts, Karlene H. and Charles A. O'Reilly, III.
Organizations as communication structures: an empirical-theoretical approach. Springfield, Va., National Technical Information Service, 1975. 36p. (AD-A013-675)
Descriptors: *Communications research / *Organizational structure / Employee attitudes / Organizations--Theory / *Human relations.

5-25 Ie552 .R63c
Rogers, Everett M. and Rekha Agarwala-Rogers.
Communication in organizations. New York, Free press, 1976. 209p.
Descriptors: *Communication / *Organizational structure / Human relations / Change, Organizational.

5-26 M-Fiche
Spicer, Christopher.
The identification of communication competencies required by future businesspersons: an application of the Delphi method. Arlington, Va., Educational Resources Information Center, 1975. 21p. (ED-106-888)
Paper presented at the Annual Meeting of the International Communication Association, Chicago, April 1975.
Descriptors: College students / *Training courses of study--Research / *Delphi method / *Communications research.

CONSULTANTS (PUBLIC SERVICE)

5-27 Ic26.4 .G98s
Guttman, Daniel and Barry Willner.
The shadow government; the government's multi-billion-dollar giveaway of its decision-making powers to private management consultants, "experts," and think tanks. New York, Pantheon Books, 1976. 354p.
Descriptors: Administrative agencies / *Government consultants / *Contracts, Government--Costs / Contractors / *Decision-making.

CREATIVE THINKING

5-28 Ie405.2 .R741

Rothenberg, Albert and Bette Greenberg.
The index of scientific writings on creativity; general: 1566-1974. Hamden, Conn., Shoe String Press, 1976. 274p.
Material indexed by subject and author. Includes section on creativity in industry, engineering and business.
Descriptors: *Creative thinking--Bibliography.

DISCIPLINE

5-29

Farrant, Alan W.
Disciplining that employee. Supervision, 38:24, April 1976.
Descriptors: *Supervisors--Responsibilities / *Discipline.

EMPLOYEE CONDUCT

5-30

Walters, Kenneth.
Employee freedom of speech. Industrial relations, 15:26-43, February 1976.
Descriptors: *Freedom of speech / *Employee conduct.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-31 Ie152 .C21m

Carnegie Council on Policy Studies in Higher Education.
Making affirmative action work in higher education; an analysis of institutional and Federal policies with recommendations. A report of the .... San Francisco, Jossey-Bass, 1975. 272p.
Partial contents: Women and minorities on faculties--recent changes; Goals and timetables; Grievances and enforcement procedures.
Descriptors: *Affirmative action / *Universities and colleges.

5-32 S/I

Castles, James P. and John de J. Pemberton, Jr.
The Federal government as employer under Federal employment discrimination law: a double standard? University of San Francisco law review, 9:597-633, Spring 1975.
Descriptors: *Equal Employment Opportunity Act of 1972 / *Administrative remedies / *Discrimination appeals / *Tests / Federal Service Entrance Examination / Test validity / Federal government.

5-33

Finkle, Arthur L.
Assurance of equity in the merit system: New Jersey's experience. Good government, 92:13-17, Fall-Winter 1975.
Descriptors: *Affirmative action--Methods / *New Jersey civil service.

5-34

Finkle, Arthur L.
Avoiding the high costs of job discrimination remedies. Public personnel management, 5:139-142, March-April 1976.
Descriptors: *Discrimination / *Affirmative action plans.

5-35
Focus on equal employment opportunity and the law. Good government, 92:23-43, Fall-Winter 1975.
Adapted from the National Conference on Equal Employment Opportunity Law sponsored by the National Civil Service League and the American Bar Association, Fall 1975.
Contents: EEO law in historical perspective, by David L. Rose; The Federal enforcement effort: an evaluation, by John A. Buggs; Revenue sharing and discrimination, by Harold Himmelman; Equal opportunity and merit: a local perspective, by Charles A. Pounian; Affirmative action: judicial remedies for employment discrimination, by Barry L. Goldstein.
Descriptors: *Equal opportunity in employment / *Equal opportunity in employment--History / *Civil service / Federal government / State governments / Local government / *Affirmative action / Discrimination / *Intergovernmental tax relations.

5-36
Gastwirth, Joseph L. and Sheldon E. Haber.
Defining the labor market for equal employment standards. Monthly labor review, 99:32-35, March 1976.
Presents a "model for defining and estimating the fraction of a firm's labor pool that is black (or another minority)."
Descriptors: *Discrimination / *Labor supply--Research / *Affirmative action plans.

5-37
Green, Wayne E.
Justices uphold giving seniority retroactively. Wall Street journal, 187:5, March 25, 1976.
Descriptors: *Sex discrimination / *Minority groups--Discrimination / *Seniority.

5-38 S/I
Roberts, Sheila A.
Federal employment discrimination: the scope of judicial review. Cumberland law review, 6:405-430, Fall 1975.
Descriptors: *Judicial review of administrative acts / *Equal Employment Opportunity Act of 1972--Analysis / *Administrative remedies / *Discrimination appeals / Hackley v. Johnson / U.S. Civil Service Commission / U.S. Equal Employment Opportunity Commission.

5-39
Secrest, Ronald D.
Cummins v. Parker Seal Co.: can the government require accomodation of religion at the private job site? Virginia law review, 62:237-258, February 1976.
Descriptors: *Religious discrimination.

5-40
Staines, Graham L., Robert P. Quinn and Linda J. Shepard.
Trends in occupational sex discrimination: 1969-1973. Industrial relations, 15:88-98, February 1976.
Surveys both objective and subjective discrimination.
Descriptors: *Women--Employment / *Sex discrimination.

ETHICS

5-41

Carnahan, George R.

The ethics question. Part 1, Every manager must face it; part 2, Legally speaking. Management world, 5:9-11, March 1976; 5:6-8+, April 1976.

Part 3 will appear in the May 1976 issue.

Descriptors: *Business ethics.

5-42 S/I

Lindauer, Mitchell J.

Government employee disclosures of agency wrongdoing: protecting the right to blow the whistle. University of Chicago law review, 42:530-561, Spring 1975.

Descriptors: *Civil service ethics / *Federal employees--Civil rights.

EXECUTIVES

5-43

Veiga, John F. and John N. Yanouzas.

What women in management want: the ideal vs. the real. Academy of Management journal, 19:137-143, March 1976.

Descriptors: *Women executives--Research / *Women--Attitudes / Women--Career planning / *Job satisfaction / Pay / Executives--Responsibilities.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-44

Durbrow, Brian R.

Manager vs. administrator. Manage, 28:10-13, March-April 1976.

Author defines a manager as "creative, innovative, calculated risk-taking decision maker"; he characterizes an administrator as one who "thinks about his organizational function as little as possible, for thinking confuses the issues and suggests alternatives."

Descriptors: *Executives--Abilities / *Executives--Attitudes.

5-45

Ginsburg, Sigmund G.

The "I" test--evaluating executive talent and potential. Personnel journal, 55:168-169+, April 1976.

Author selected ten traits or skills (all beginning with the letter "I") that he believes describe the successful executive.

Descriptors: *Executives--Abilities / *Executives--Characteristics.

5-46

Green, Harry A.

Is urban administration different? International review of administrative sciences, 41:351-360, no. 4 1975.

Descriptors: *Local government / *Executives--Training / *Executives--Abilities.

5-47

Hofstede, Geert.

Nationality and espoused values of managers. Journal of applied psychology, 61:148-155, April 1976.

Survey of 372 managers from 40 nationalities who attended a management development program in Switzerland.

Descriptors: *Executives--Characteristics / *Executives--Attitudes.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

5-48
Johnson, Michael L.
The productive manager...Part 1: getting yourself cranked up for work; Part 2: conquering clocks and calendars. Industry week, 189:27-33, April 5, 1976; 189:35-39, April 12, 1976.
First two parts of a four-part series.
Descriptors: *Executives--Characteristics / *Executives--Motivation / *Work values.

5-49 S/I
Leavitt, Harold J.
Beyond the analytic manager II. Stanford Business School Alumni bulletin, 44:33-35+, Winter 1975.
Part I listed in Personnel Literature, February 1976, item 2-48.
Explores alternatives to analytical thinking and problem solving such as Zen, Transcendental Meditation, ESP.
Descriptors: *Executives--Abilities / *Problem solving.

5-50 Ie154 .P69m
Place, Irene M. and Alice Armstrong.
Management careers for women. Louisville, Ky., Vocational Guidance Manuals, 1975. 219p.
Descriptors: *Women executives / *Executives--Abilities / *Women--Career opportunities.

5-51
Wangler, Lawrence A.
Where are the managers for 1980? Journal of college placement, 36:34-37, March 1976.
Descriptors: *Executives--Abilities / *Executives--Motivation.

5-52
Watson, John G. and Sam Barone.
The self-concept, personal values, and motivational orientations of black and white managers. Academy of Management journal, 19:36-48, March 1976.
Descriptors: *Afro-American executives / *Executives--Motivation--Research / Personal values / Achievement motivation / Affiliation motivation / Self-esteem / Power (Social sciences).

EXECUTIVES--PAY AND FRINGE BENEFITS

5-53
It's also a good year for executive pay. Business week, p. 29-30, April 12, 1976.
Descriptors: *Executives--Pay.

5-54
Maurer, Otto and M. Kasey Hellerman.
Executive compensation in the 1980s. Conference Board record, 13:25-29, April 1976.
Descriptors: *Executive compensation / Employee Retirement Income Security Act of 1974 / *Deferred compensation--Taxation / Incentive pay.

EXECUTIVES--RESPONSIBILITIES

5-55
Following in the footsteps of the company legend. Industry week, 188:28-31, March 29, 1976.
Descriptors: *Executive succession / *Executives--Responsibilities / *Change, Organizational / Change, Resistance to.

EXECUTIVES--SELECTION AND TESTS

5-56
Sellery, Robert A., Jr.
How to hire an executive. Business horizons, 19:26-32, April 1976.
Descriptors: *Executives--Selection / *Executives--Recruitment.

EXECUTIVES--TRAINING

5-57
Ashton, David, Mark Easterby-Smith and Colin Irvine.
Management development; theory and practice. Journal of European training (Gt. Brit.), 4:331-360, no. 6 1975.
Descriptors: *Management development / *Executives--Training.

5-58
The new public managers. Business week, p. 152+, April 19, 1976.
Descriptors: *Executives--Training / *Master of public administration degree.

FREEDOM OF INFORMATION

5-59
Drachsler, David A.
The Freedom of Information Act and the "right" of non-disclosure. Administrative law review, 28:1-11, Winter 1976.
Descriptors: *Freedom of Information Act of 1966 / *Freedom of information.

5-60 S/I
Lacher, M. David.
The Freedom of Information Act Amendments of 1974: an analysis. Syracuse law review, 26:951-993, Summer 1975.
Descriptors: *Freedom of Information Act Amendments of 1974--Analysis.

5-61
Wallace, Mark S.
Discovery of government documents and the official information privilege. Columbia law review, 76:142-174, January 1976.
Descriptors: *Executive privilege (Government information) / *Freedom of Information Act of 1966.

FRINGE BENEFITS

5-62
Milkovich, George T. and Luis R. Gomez.
Day care and selected employee work behaviors. Academy of Management journal, 19:111-115, March 1976.
Descriptors: *Day care centers / Absenteeism / Labor turnover / Performance.

FRINGE BENEFITS (Cont'd)

5-63
Pospisil, Vivian C.
Reshaping employee benefit plans. Industry week, 189:34-39, April 5, 1976.
Descriptors: *Fringe benefits--Surveys / *Fringe benefits--Cost.

GRIEVANCES AND APPEALS

5-64
Public sector grievance procedures, due process, and the duty of fair representation.
Harvard law review, 89:752-792, February 1976.
Descriptors: *Grievances--Procedures / *Due process of law.

HANDICAPPED

5-65 Ie361 .B45g
Bergman, Allan.
A guide to establishing an activity center for mentally retarded persons.
Washington, U.S. Govt. Print. Off., 1976. 90p.
Descriptors: Mentally retarded--Employment / Mentally retarded--Training / *Rehabilitation, Vocational / *Sheltered workshops--Administration / *Mentally retarded--Rehabilitation.

5-66
Dallos, Rudi and Ian Winfield.
Instructional strategies in industrial training and rehabilitation. Journal of occupational psychology (Gt. Brit.), 48:241-252, December 1975.
Descriptors: *Rehabilitation, Vocational / Learning theories / *Training methods.

5-67
Dyer, Frederick C. and Chris W. Ford.
Training the handicapped: now it's their turn for affirmative action. Personnel journal, 55:181-183, April 1976.
Descriptors: *Handicapped--Training / *Affirmative action.

5-68
Holden, Constance.
Blind medical student: overcoming preconceptions. Science, 191:1241-1244, March 26, 1976.
Descriptors: *Blind--Education / *Universities and colleges--Graduate work / Physicians.

5-69
Lowman, P. J.
The handicap to employment. Management today (Gt. Brit.), p. 33+, March 1976.
Descriptors: *Handicapped--Employment--Case studies.

5-70 Ie361 .P84me 1975
President's Committee on Employment of the Handicapped.
Membership directory. Washington, U.S. Govt. Print. Off., 1975. 134p.
Descriptors: *Handicapped / *Organizations--Directories.

HANDICAPPED (Cont'd)

5-71 Ie361 .W58p

Whitehead, Claude.
Planning and organizing a sheltered workshop for mentally retarded persons. Washington, U.S. Govt. Print. Off., 1976. 79p.
Descriptors: Mentally retarded--Employment / Mentally retarded--Training / *Rehabilitation, Vocational / *Mentally retarded--Rehabilitation / Personnel administration / *Sheltered workshops--Administration.

HEALTH MANPOWER

5-72

Area health education center eases manpower maldistribution. Hospitals, 50:109-110+, March 16, 1976.
Descriptors: *Health manpower--Training / *Health manpower--Utilization.

5-73

Flight, Ruth M. and Theodore Schussler.
A post-hire evaluation of nurse-conducted preplacement health assessments. Journal of occupational medicine, 18:231-234, April 1976.
Descriptors: *Nurses / *Medical and physical examinations / *Health manpower--Utilization.

5-74 Ie438 .N93Un85g

U.S. Public Health Service.
The geographic distribution of nurses & public policy; health manpower references. Prepared by Frank A. Sloan. Washington, U.S. Govt. Print. Off., 1975. 214p. (DHEW publication no. (HRA) 75-53)
Descriptors: *Nurses--Manpower planning / Labor mobility / *Labor supply--Research / Compensation.

HOURS OF WORK

5-75

Brown, David.
Shiftwork: a survey of the sociological implications of studies of male shiftworkers. Journal of occupational psychology (Gt. Brit.), 48:231-240, December 1975.
Descriptors: *Shift work / Scheduling / *Work values / Socialization / Social status / Literature reviews.

5-76

Davis, Herbert J., Richard O. Blalack and K. Mark Weaver.
A quantitative decision-making guide to four-day workweek conversion. Personnel administrator, 21:45-50, February 1976.
Descriptors: *Four-day workweek / Absenteeism rates / Productivity / Labor turnover / Job satisfaction.

5-77

Foegen, J. F.
Too many hours! Administrative management, 37:42+, April 1976.
Author believes many employees would prefer a regular workweek of less than 40 hours if the option were available.
Descriptors: *Shorter workweek.

HOURS OF WORK (Cont'd)

5-78 Id224 .Un17s No. 182

U.S. Bureau of Labor Statistics.
Multiple jobholding in May 1975. Washington, 1975. 1v. (Special labor force report 182)
Reprinted from Monthly Labor Review, November 1975, with supplementary tables.
Descriptors: *Hours of work--Statistics / *Moonlighting--Statistics.

5-79 Ie488 .W43c

Weinstein, Harriet G.
A comparison of three alternative work schedules: flexible work hours, compact work week, and staggered work hours. Philadelphia, University of Pennsylvania, The Wharton School, 1975. 189p. (Industrial research report miscellaneous series no. 23)
Descriptors: *Hours of work--Research / Scheduling--Research / Flexible working hours / Shorter workweek / *Hours of work--Bibliography.

5-80

Wilkinson, R. T., P. D. Tyler and C. A. Varey.
Duty hours of young hospital doctors: effects on the quality of work. Journal of occupational psychology (Gt. Brit.), 48:219-229, December 1975.
Descriptors: *Physicians / *Hours of work--Research / *Performance--Research / Hospitals--Administration.

HUMAN RELATIONS

5-81

Bowen, Donald D. and Raghu Nath.
Transactions in management. California management review, 18:73-85, Winter 1975.
Descriptors: *Transactional analysis / *Human relations / *Communication in personnel management.

5-82 Ie610 .G91g

Group relations reader, ed. by Arthur D. Colman, and W. Harold Bexton. Sausalito, Calif., GREX, 1975. 370p.
Descriptors: *Group relations--Addresses, essays, lectures / *Human relations training / Group dynamics / Psychology, Applied / Organization development / Sensitivity training.

INDUSTRIAL RELATIONS

5-83

Unique labor-management committee of Jamestown, N.Y.: a case study. Training and development journal, 30:40-45, March 1976.
Excerpted from Three Productive Years, a report of the labor-management committee of the Jamestown area.
Descriptors: *Industrial relations--Case studies.

5-84

Wall, James A., Jr. and Robert Virtue.
Women as negotiators. Business horizons, 19:67-68, April 1976.
Descriptors: *Negotiators / *Women--Abilities.

INSURANCE, HEALTH

5-85 Ie569 .G91p 1975

Group Health Association of America, Inc.
Proceedings; 25th annual Group Health Institute, Chicago, Illinois, June 23-25, 1975. Washington, D.C., 1975? 280p.
Partial contents: "As others see us" Federal Employees Health Benefits Program by Marie B. Henderson, Bureau of Retirement, Insurance, and Occupational Health, U.S. Civil Service Commission.
Descriptors: *Health maintenance organizations / *Insurance, Health / Health manpower / Government employees.

5-86

Mueller, Marjorie S. and Paula A. Piro.
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Descriptors: *Temporary employment / *Employment services / Personnel utilization.

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Descriptors: *Productivity improvement / Cost effectiveness / Inflation (Finance) / *Executives--Responsibilities.

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Descriptors: *Employment services / *Intergovernmental relations / *Utah civil service.

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U.S. Civil Service Commission.

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Descriptors: *Women--Employment / *Women executives / *Women personnel officers.

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